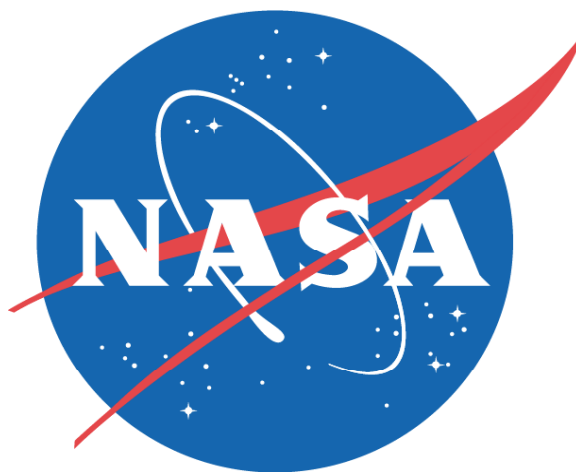

Office Work Instruction (OWI)

HQOWI7410-U021Baseline

March 6, 2001

Responsible Office: UP/Policy and Program Integration Division

**Subject: FY 2001 International Space Station (ISS) Research Budget 506/506A
Development and Execution**



OFFICE WORK INSTRUCTION

**FY 2001 International Space Station (ISS) Research
Budget 506/506A Resource
Development and Execution**

Original Approved and Signed by:

Kathie L. Olsen, Ph.D.

Acting Associate Administrator

Office of Biological and Physical Research

Office Work Instruction (OWI)

HQOWI7410-U021Baseline

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| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|------------------------------|---------------------------|--------------------|
| Baseline | | 03/06/01 | |
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HQOWI7410-U021Baseline

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1. Purpose

This Office Work Instruction (OWI) defines the ISS Research 506/506A Authority development and execution process utilized at NASA Headquarters (HQ) Office of Biological and Physical Research OBPR (Code U). The responsible office for this process is the Policy and Program Integration Division (Code UP). Code UP performs this responsibility in collaboration with the Research Integration Division (Code UM), the Office of the Comptroller (Code B) and the Office of Space Flight (Code M). The purpose of this process is to ensure compliance/intent as directed by Congress, NASA HQ policy and guidance.

2. Scope and Applicability

This OWI provides instructions for 506/506A development and execution of funding for the ISS Research budget. It applies to all ISS Research funding and complies with agreements that assign execution of 506/506A authority in Fiscal Year 2001 to the Office of Space Flight (Code M) with concurrence by OBPR. In Fiscal Year 2002, 506-execution responsibility of the ISS Research budget will be transferred from the Office of Space Flight to the Office of Biological and Physical Research. In Fiscal Year 2003 *budget* formulation and budget execution of ISS Research funding will be transferred to the Office of Biological and Physical Research. The scope ISS Research budget formulation will remain with OBPR in subsequent years and this OWI will sunset beginning in Fiscal Year 2003. Compliance of 506 development and execution will then fall under the OBPR OWI process HQOWI7410-U010 Budget Execution beginning in Fiscal Year 2003.

3. Definitions

None

4. Reference Documents

- 4.1 Code U/M/B MOA for ISS Utilization 506 Roles and Responsibilities
- 4.2 1999 House Committee Report 105-610 Associated with Bill H.R 4194
- 4.3 NASA Performance Plan
- 4.4 NPD 1000.1, NASA Strategic Plan
- 4.5 NPG 1000.2, NASA Strategic Management Handbook
- 4.6 NHB 7400.1, NASA Budget Administration Manual

Office Work Instruction (OWI)

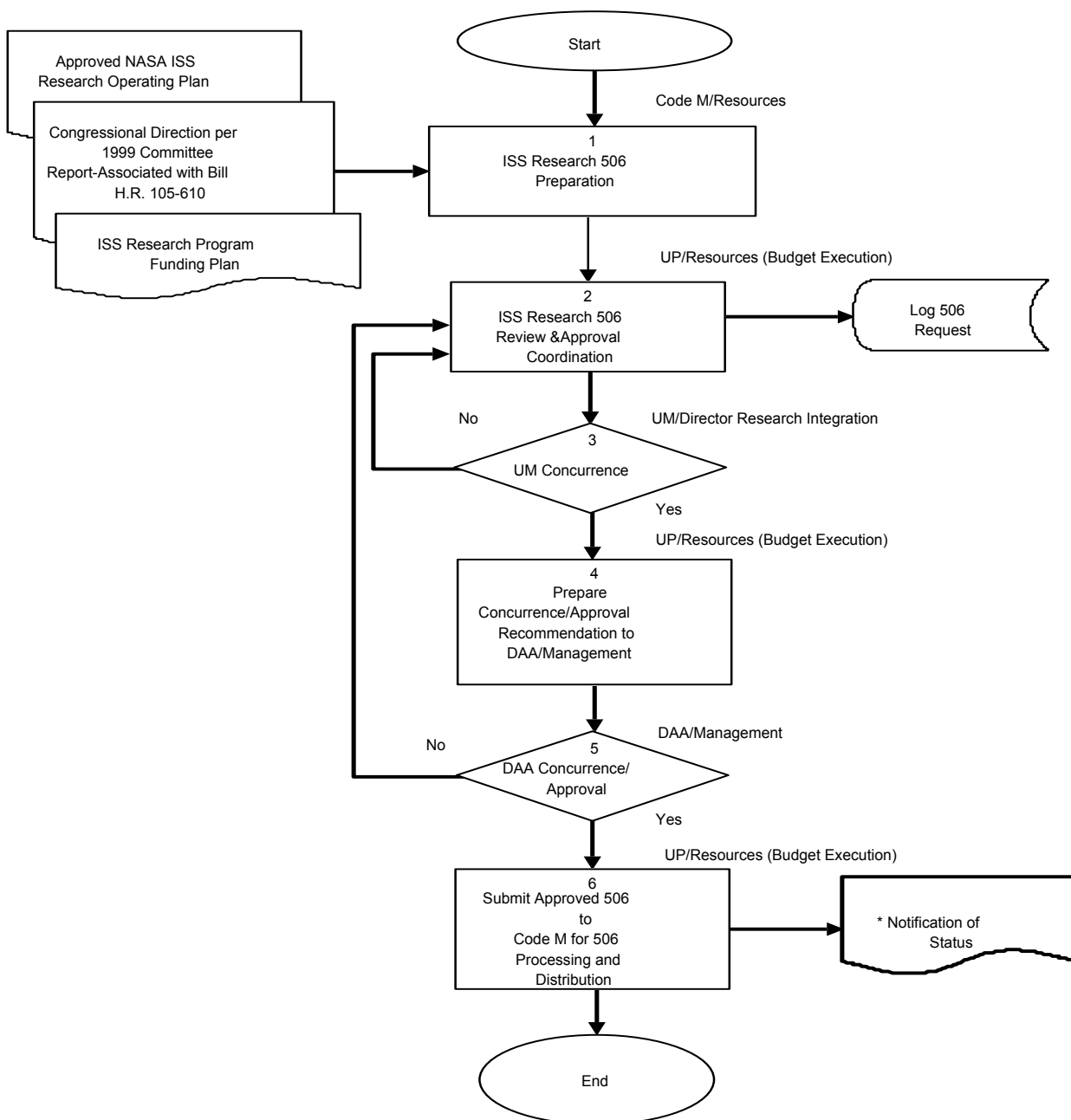
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5. Flowchart



* Denotes Quality Record

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6. Procedure (FY 2001 ISS Research 506/506A Development and Execution)

The following table describes the process depicted in the flowchart in Section 5. The number at the left of the table corresponds to the numbers in the activity boxes in the flowchart.

| # | <u>Responsible Official</u> | <u>Activity Description</u> |
|---|---|---|
| 1 | M: Resources | Prepare ISS Research 506/506A in compliance with Operating Plan Budget baseline Program Funding Plan, Congressional intent, and NASA senior management policy and guidance. Ensure that resources authority (funding) is distributed to the performing Centers in accordance with the approved Program Funding Plan and in a manner that enables an uninterrupted flow of work in the programs and projects. This activity consists of two tasks: request resources authority [NF 506 Green accessed through CRCS, to "Direct", to "Request/Approve Green] from the Office of the Chief Financial Officer, and distribute resources authority [NF 506 A (white) accessed through CRCS, to "Direct", to "506 A (white)"] to the Centers. Code U concurrence is required before Code M action is executed in FY 2001. Code M will forward the 506 request to Code U for review. |
| 2 | UP: Lead /Resources (Budget Execution) | <p>The Budget Execution Lead receives the ISS 506/506A request then forwards the request to the Code U Correspondence Control Lead to record the request. The Budget Lead then reviews the ISS Research 506/506A in compliance with Operating Plan Budget baseline Program Funding Plan, Congressional intent, and NASA senior management policy and guidance. Ensure that resources authority (funding) is distributed to the performing Centers in accordance with the approved Program Funding Plan and in a manner that enables an uninterrupted flow of work in the programs and projects.</p> <p>Prepare data-package for Code U management supporting the 506 request planned for the Office of the Chief Financial Officer to release resources authority (NASA Form 506 Green) prior to 506 execution. The data-package shall consist of Operating plan budget content for appropriate budget line item, by unique project number; identifying any changes with a narrative description (trace); listing of funds to be released by UPN; obligation and cost phasing plan.</p> <p>Coordinate 506 request to obtain concurrence or approval from the Research Integration Division and the Deputy Associate Administrator/Management.</p> |
| 3 | UM: Research Integration Division Director | Assess the ISS Research Budget against the 506 request. If the 506 request is consistent with the budget plan, concur with 506 request and submit back to UP/Resources Budget Execution. If criteria are not met, return to step #2 for issue resolution. |

Office Work Instruction (OWI)

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- | | | |
|---|--|---|
| 4 | UP: Lead Resources (Budget Execution) | Prepare approval/concurrence recommendation to the Deputy Associate Administrator/Management |
| 5 | DAA/Management | Concur/approve 506 request recommendation from Code UP/Resources (Budget Execution). Non-concurrence or disapproval returns the process to step 2 for issue resolution. Any means to objectively judge evidence of concurrence/approval is appropriate including e-mail, memo, or initial on documents to establish notification of status. |
| 6 | UP: Lead Resources (Budget Execution) | Submit to OSF the OBPR concurred/approved 506/506A for final processing and distribution. File "Notification of Status" quality record. |

7. Quality Records

| <i>Record Identification</i> | <i>Owner</i> | <i>Location</i> | <i>Media Electronic/ Hard Copy</i> | <i>Schedule and Item Nos.*</i> | <i>Retention/ Disposition</i> |
|--|-----------------------|-----------------|--|------------------------------------|--|
| Notification of Status (506/506A Concurrence and/or Approval Document) | UP: Lead Resources | Code UP | Hard Copy | Schedule 7, Item 21.D.1 | Destroy 2 years after the close of the fiscal year. |

* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*